

CONFIDENTIAL

Chief, Supply Division, Office of  
Logistics

Chief, Records Management Staff

Filing Equipment Requisition Review by Records Management Staff

1. This Staff has conducted a review of filing equipment requisitions since March 1957. This review was in line with our efforts to control the use and application of Specialty Type equipment, and to reduce the need for continuous procurement of standard filing equipment.

2. I would like to continue for another year the review of all requisitions for filing equipment intended for use at headquarters. I do not want to review requisitions for field or overseas requirements.

3. The routing procedure from Stock Control to Records Management Staff is very satisfactory to me and can be continued if you agree.



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